



# career opportunity

## Office of Technology Services

### Project Management Branch

Senior Information Systems Analyst (Specialist) \$5,682 - \$7,468

Final File Date: 05/08/15 or Until Filled

**This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.**

**If you previously applied for RPA 14-155 you do not need to re-apply.**

### Who Are We?

The Department of Technology's Office of Technology Services (OTech) is one of the largest suppliers of information technology services to state, county, federal, and local government entities throughout California. Through the use of a scalable, reliable and secure statewide network, combined with expertise in voice and data technologies, OTech delivers comprehensive, cost-effective computing, networking, electronic messaging and training solutions to benefit the people of California. We are one of the few state entities with a state of the art Tier 3 Datacenter.

The Project Management Branch provides professional project management services for customer projects hosted at the OTech data center, or that consume OTech services. The Project Management Branch also manages a wide variety of technology projects to develop new statewide services, improve existing services, and enhance Information Technology Information Library (ITIL) processes.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all our talented staff. This position is located in Rancho Cordova with free parking.

### What You'll Be Doing...

The Senior Information Systems Analyst (Specialist) performs all functions in the role of Project Manager (PM) over the most complex information technology (IT) projects that are defined as "medium risk" by the Department of Technology's guidelines. These are based on the risk categories of strategic risk, financial risk, project management risk, and/or technology risk. Medium to high risk assignments will involve projects needed for continued operation of State business processes, tight time constraints, several interfaces with existing systems, limited experience with the technology architecture, and/or high visibility. This is the mastery level position for project management. Depending on project needs, the role of the PM may range from providing overall project management to providing specific project management expertise with a targeted focus, to providing general consulting and planning during project conceptual stages.

If you enjoy working as part of a team environment, love a challenge, are a self-starter, and want to put your critical thinking, technical, and problem solving skills to work, this could be the position for you.

For a more complete job description, click on [Senior Information Systems Analyst \(Specialist\)](#) to view the Duty Statement.



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## Who We're Looking For

We're looking for dedicated, talented individuals who possess the following skills, abilities, and can work in the following environment:

- Experience and demonstrated mastery of project management concepts, principles, practices, and processes prescribed by the Project Management Body of Knowledge (PMBOK) for developing and maintaining project management plans and schedules, performing risk and issue analysis, and successfully executing all phases of IT projects.
- Demonstrated knowledge and experience with managing projects in a matrix organizational environment.
- Demonstrated excellent written and verbal communication skills and experience.
- Demonstrated experience exercising a high degree of initiative, independence, and originality.
- Demonstrated experience managing multiple projects concurrently.
- Knowledge of and experience with multiple types of IT Systems Development Life Cycles (e.g., waterfall, agile, etc.).
- Proficient in MS Office Suite including Project, PowerPoint and Visio.
- Previous experience managing major projects of moderate risk and complexity in a large, multi-tenant data center environment.
- Previous experience managing projects that establish new IT service offerings in a large, multi-tenant data center environment.

## How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY  
P. O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: De Ann / RPA #14-155  
Inquiries: Lorretta Cuevas (916) 228-6459

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.**

To be considered for the position of a **Senior Information Systems Analyst (Specialist)** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

## The Fine Print...

Applications will be accepted only from individuals currently at the **Senior Information Systems Analyst (Specialist)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered.

